

WebKIDS - Users Guide

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LAUNCHING WEBKIDS AND GETTING STARTED

From the windows desktop, double-click your browser's icon.

NOTE: Use Netscape Navigator 4.7 or better. If you have an older version of Netscape Navigator, download the updated version.

Go to the USIIS homepage at: www.usiis.org. Click on WebKIDS to start the WebKIDS program.

If you have an older version of the Java Virtual Machine, WebKIDS will ask you to update your JVR. To do this click on the tab "Get the Plug-in". This will open up the JAVA.sun.com home page. Under "Download the Java Plug-In" you will see a pop-up box that lists options for different languages. US English will be chosen as the default option. Click the "Continue" button next to the language pop-up box. You may receive several security alert messages. To continue with your download click on the "Continue" button on the security alerts. The next message will ask you to accept the JAVA plug-in download. (You may have to scroll down to the end of the page to find the "Accept" button.) Click the "Accept" button. The next page provides download options. Click on the default option: "FTP download." Wait for the completion of the download procedure and save.

Next you will see a data encryption certificate. To gain access to WebKIDS, please accept the information on the certificate by clicking on the "Continue" button. It may take a few minutes for the Login Screen to appear. If it takes longer than 5 minutes, close the Web browser and try again.

The Login Screen

To protect the security of immunization data, you are required to enter a user ID and a password before you can access WebKIDS. The USIIS program will provide you with this information.

Type in your clinic number or name. Use the tab key to move to the next field.

Type in your user ID.

Type in your password. Click on the "Login" tab or hit the "Enter" key. This will bring you to a blank "Patient Search" screen, discussed in the next section.

NOTE: Always wait until screens are fully built before entering data or clicking on a tab to move to the next screen. Entering commands while the screen is still building may cause the program to freeze.

The Patient Search Screen

The Patient Search Screen allows you to search for patients who have already been entered into the USIIS database or to begin the process of adding new patients. A new patient cannot be added until a search has been performed on this patient. This logic is intentionally built into the program to prevent duplication of patient records.

The Patient Search Screen (represented below) is divided into two sections. The *Search Value* section contains fields where the user enters information about the patient. The program will use this information to search the database for the patient. The second section contains the *Provider* and the *USIIS Search Results*. Under *Provider Search Results* patients from your own clinic will be displayed. Under *USIIS Search Results* you will see search results from the online USIIS database shared by all clinics.

Search Value									
Age: 0 Years 7 Months		Patient ID: 111		USIIS ID:					
<div>Provider Search USIIS Search Add New Pat. Reset</div>									
Last Name	First Name	Middle N.	Suffix	Birth Date	SSN	Gender	Mother's First	Mother's Maiden	
TEST	PATIENT			01/01/2000		<input type="radio"/> F <input type="radio"/> M		MOM	

Provider Search Results									
<div>Download</div>									
Pat. ID	Last Name	First Name	Mid. N.	Birth Date	SSN	Gender	M's First	M's Maiden	
111	TEST	PATIENT		01/01/2000		F		MOM	

USIIS Search Results						
USIIS ID	Last Name	First Name	Middle Name	Birth Date	Sex	Mother's First

Logout Pat. Search Pat. Info. Contra.-Ept Immun. Forecast Query Report Admin.

The first two fields in the *Search Value* section are Patient ID and USIIS ID. They are defined as follows:

Patient ID - a unique identification number assigned to a patient by the patient's clinic. This number is only used to identify a patient within a single clinic's local WebKIDS database. An individual will likely have a different Patient ID for every clinic he or she has ever received immunizations at.

USIIS ID - a unique identification number assigned to a patient by the USIIS statewide database. This number identifies a patient's records in the larger database accessed by clinics all over Utah. An individual should never have more than one USIIS ID.

The other fields in the *Search Value* section require little explanation. They are the patient's first and last names, middle name, suffix, date of birth, social security number (SSN), gender, mother's first name and mother's maiden name.

NOTE: Dates entered into WebKIDS must use an 8-digit format. For example, "January 1, 2000" should be entered 01012000. After tabbing to the field next to the date field, WebKIDS will automatically insert slashes.

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SEARCH STRATEGIES

The Find patient screen provides you with three options to access your patients' information:

1. Patients who already belong to your clinic you will find through a Provider Search.
2. Patients who are new to your clinic and included in the USIIS central database you will find by searching the USIIS database. To perform a USIIS search you are required to enter the patient's exact first and last name and birth date as they appear on the patient's birth certificate.
3. Patients who have not yet been entered in the USIIS database you may add as new patients.

THE PROVIDER SEARCH: SEARCHING FOR PATIENTS FROM YOUR OWN CLINIC

If you are searching for a patient from your own clinic you may choose to enter as little search information as you wish.

Also, for local database searches it is possible to use “%” for wildcard searches. For example, if you are unsure if patient Michael's last name is Johnson or Johnsen, you can type in “JOHNS%” and get a list of all matching local records with a last name that begins with JOHNS. The % wildcard can be used at the beginning, the end, or both ends of a name or other field you are searching by.

Once information about the patient has been typed into the first field, the “Provider Search” button will be highlighted in the *Search Value* area of the screen. If you click on the “Provider Search” button and the patient is found as a patient of your clinic, that patient's record will appear in the *Provider Search Results* section of the Patient Search Screen. If you have used a wildcard search more than one record may be displayed. Choose the correct record by double-clicking on any field in that record's row.

If you cannot find the desired record and you decide to clear the screen and restart your search, click on the “Reset” button on the right side of the *Search Value* section of the screen.

Occasionally you may see several listings for one record. These listings will be coded with “C” (central), “W” (web), or “A” (alias). The “C” indicates that the record has been loaded into the central USIIS database. The “W” indicates a more complete record that has received recent new entries through the web and needs to be loaded into the central database to be consolidated with the original “C” record. The “A” indicates an alias for a patient record. (If a patient's demographic information has been entered inconsistently, the program creates one (or more) aliases for the inconsistent demographic information.) When you click on an alias record, the correct demographic information will be displayed on the Patient Information screen.

If you receive “C” and “A” records on the Patient Search screen choose the record coded with “C”. If you receive multiple records for a patient including a “W” record, choose the one coded with a “W” to receive the record that had been updated most recently.

If your Provider Search did not yield any results try searching for the patient in the USIIS database.

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THE USIIS SEARCH: SEARCHING FOR PATIENTS IN THE USIIS DATABASE

If you expect to find a patient in the USIIS database, please verify that your search information on the patient's name and birth date match the information on the patient's birth certificate.

NOTE: USIIS database searches cannot be performed unless you have the patient's exact first name, last name and date of birth.

After you have entered the patient's first name, last name and birth date and after you have tabbed to the following field to add slashes to the birth date field, the "USIIS Search" button will be highlighted. Click on the "USIIS Search" button. If the patient's record is found in the USIIS database, it will be displayed in the bottom portion of the screen, under *USIIS Search Results*. To view a record, double-click on any field in that record. A message box will ask you to verify that you have proper authorization to access USIIS records. Click "yes" to view the patient's information.

If your USIIS search does not yield any results you may choose to add a new patient.

ADDING NEW PATIENTS

If the patient record you seek is not located in the USIIS database, you will be given the option to enter a new record for that patient. After you have entered the patient's exact first and last name and birth date and performed a USIIS search, click on the "Add New Patient" button. This will take you to the Patient Information Screen where you may complete the patient's demographic information.

NOTE: Before you can add new patients you are required to perform a USIIS search. This helps avoid duplicate records.

The Patient Information Screen

This screen contains fields for the patient's personal information, including identification, contact and statistical information. The red-labeled fields are for required information; they must be filled in before a patient record can be saved. All other fields are included on the screen in order to make the patient's record as thorough and detailed as possible.

WORKING WITH PATIENT INPUT FIELDS

When entering a new patient record, note that the information you used to search for this patient is already displayed on the new record. To complete the required fields (labeled in red) and any other desired fields, click or tab into those fields and type the appropriate information. The Patient ID at the top of the screen is a required field and has to be entered. If you have found a patient through a USIIS search and the patient is new to your clinic, you have to enter a new Patient ID (a unique identifier of this patient within your clinic) before you can save any information.

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Fields with arrows next to the data entry space have drop-down boxes with lists of acceptable values available when you click on the arrow. Choose the appropriate entry from the list by clicking on that entry. If you know the codes for these entry fields (e.g. UT for Utah) you may disregard the drop-down box and simply enter the code into the smaller entry field.

SAVING A PATIENT RECORD

Whenever a new patient is added to WebKIDS, the record must be saved before any immunization records can be entered or forecasting information can be displayed for that patient. Also, any changes made to existing (saved) patient records will not be permanently recorded in the database until the record is saved again.

To save a patient record click on “Save” button at the top left of the screen. You may be prompted to enter any missing required information before the record can be saved.

Once the record is saved, or written to the database, you will notice some changes on the Patient Information Screen. You will see that several additional tabs at the bottom of the screen will be highlighted. Each of these tabs represents tools used to manage and access immunization records for the patient you have just created or modified. The example below illustrates a saved record, with the highlighted tabs visible across the bottom.

Patient Info. Age: 0 Years 7 Months Patient ID: 111 JSIIS ID: []

Save Delete USIIS Affiliation Delete Web Record Reset

Last Name: TEST First Name: PATIENT Middle N.: Suffix: Birth Date: 01/01/2000 SSN: Gender: F Mother's First: MOM Mother's Maiden: MOM

Patient's Middle Name: Suffix: Gender: Female SSN: Mother's Maiden: MOM

Street: 33 Any St City: Salt Lake City State: UT Zip: 84103 Phone: (801) 333-3333 County: 9 SALT LAKE

Guardian's Last: Guardian's First: Guardian's Middle: Guardian's SSN: Status: Race: Ethnicity: Release Date: Birth State: Confidential: No Clinic: 801 TEST CLINIC

Provider: 801 USIIS PROGRAM

Mother's Last: Mother's First: Mother's Middle: Mother's SSN: Father's Last: Father's First: Father's Middle: Father's SSN: Phys's Last: Phys's First: Phys's Middle: Phys's Street: Phys's City: Phys's State: Zip: Phys's Phone: Send Reminder Card: No

Logout Pat Search Pat Info. **Contra-Ept** Immun. Forecast Query Report Admin.

DELETING A PATIENT RECORD

To delete a patient's web record, click on the “Delete Web Record” button in the upper part of the screen. The patient information in the lower half of the screen will disappear. A message box will appear asking to you confirm that you wish to delete this patient's record. Clicking “yes” will remove this patient's web record. Clicking “no” will restore the information in the lower half of the screen that disappeared earlier.

If a patient's parents or guardians choose to withdraw their child from WebKIDS, you will be able to delete the patient's USIIS affiliation by clicking on the button labeled “Delete USIIS Affiliation.”

The Contraindications/Exemptions Screen

OVERVIEW AND USE OF THE CONTRAINDICATION/EXEMPTION SCREEN

Occasionally patients will have a valid reason, medical or otherwise, which disqualifies them from receiving one or more vaccines. The Contra/Exempt Screen provides a place to enter contraindications and exemptions for those patients. If a contraindication or an exemption is recorded on the Contra/Exempt Screen, WebKIDS will warn the provider if a previously exempted or contraindicated vaccine is ever re-entered into a patient's record.

The Contra/Exempt screen is reproduced here. To enter vaccines on the Contra/Exempt screen you may either enter the appropriate codes into the blue code fields or you may click on the arrow next to the entry fields to select the appropriate vaccine from a pop-up box. Use the scrollbar on the right side of the pop-up box to view additional vaccine entries.

The screenshot displays the 'Patient Info.' section at the top, including fields for Age (0 Years 7 Months), Patient ID (111), JSIIS ID, Last Name (TEST), First Name (PATIENT), Middle N., Suffix, Birth Date (01/01/2000), SSN, Gender (Female), Mother's First, and Mother's Maiden (MOM). Below this is the 'Contraindication' section with a 'Vaccine' field, a 'Contraindication' field, and a 'Save' button. A pop-up list is open next to the 'Contraindication' field, showing options: HIB - PRP - D, HIB HBOC, HIB PRP - OMP, IPV, POLIO, OPV, MMR, and HEPATITIS B - PEDIATRIC OR ADOLESCENT. Below the 'Contraindication' section is the 'Exemption' section, which includes fields for 'Exempt for All Vaccines', 'Exempt for a Vaccine', 'Exempt', 'Exempt for Series', and 'Exempt', each with a corresponding 'Save' button. At the bottom of the screen is a navigation bar with buttons for Logout, Pat Search, Pat Info., Contra-Expt (highlighted), Immun., Forecast, Query, Report, and Admin.

WebKIDS requires that a description for every contraindication or exemption be added. For contraindications, you may choose these descriptions from 43 options provided in a pop-up list accessed by clicking on the arrow next to the description field. There is a similar pop-up list of descriptions for exemptions, from which you may choose between medical, personal and religious.

To save a contraindication or exemption click on the "Save" button to the right of the respective entry field. Your entry will be copied to the text field next to the entry field. To delete an entry click on the "Delete" button to the left of the selected entry and answer "yes" to the confirmation message box that appears.

The Immunization Screen

OVERVIEW

The Immunization Screen is reproduced below. This screen may be divided into two halves. The left side of the screen contains fields used to enter information about a single vaccination. The right side of the screen displays an abbreviated immunization history. Clicking on a vaccination on the right side of the screen will display the details of that vaccination in the fields on the left. In the example below, the Hepatitis B vaccination has been selected on the right, and details of that entry are visible on the left.

Immunization																		
Age: 0 Years 7 Months Patient ID: 111 JSIIS ID:																		
Save Delete Reset																		
Last Name		First Name		Middle N.	Suffix	Birth Date	SSN	Gender	Mother's First	Mother's Maiden								
TEST		PATIENT				01/01/2000		F		MOM								
Vaccination History																		
Vaccination Date	Vaccination Type	Route	Immunization Site	Provider ID	Lot Number	Dosage	Manufacturer	Financial Class	VIS Version Date	VIS Issue Date	Consent Date	Vaccinator	Reaction	Series	Vaccine	Com Date	Provider	E C R I
01/01/2000	8 HEPATITIS B	IM	RA	801	543646	0.50	MSD	UT01	07/01/2000	01/01/2000	01/01/2000			HEP-B	HEPATITIS B - PEC	03/01/2000	USIIS PROGRAM	
														HEP-B	HEPATITIS B - PEC	01/01/2000	USIIS PROGRAM	

Vaccination Details																		
Vaccination Date		Vaccination Type		Route	Immunization Site	Provider ID	Lot Number	Dosage	Manufacturer	Financial Class	VIS Version Date	VIS Issue Date	Consent Date	Vaccinator	Reaction	Vaccination Notes		
01/01/2000		8 HEPATITIS B		IM	RA	801	543646	0.50	MSD	UT01	07/01/2000	01/01/2000	01/01/2000					

Logout Pat. Search Pat. Info Contra-Ept Immun Forecast Query Report Admin.

The fields on the left function the same way as fields on the Patient Information Screen; you can use “tab” to move to the next field, and a click on the drop-down arrows to the right of the entry fields will display acceptable values for these fields. If you know the acceptable value for an entry field you may skip the pop-up box and enter the value into the smaller field next to the label. The bigger entry field will be filled automatically. The one exception to that feature on this screen is the “Vaccination Date” field, where a double-click will result in the current date appearing in the field. Fields labeled in red are required.

The “Lot Number” field can only be populated with lot numbers that have been previously entered in the vaccine inventory in the Administration section of WebKIDS. The section on “Setting up a Vaccine Inventory” later in this manual describes how to enter Lot Numbers, VIS Version Dates and Manufacturers for the vaccines administered in your clinic. The section on “User Management” describes how to enter defaults for vaccinators. Once that has been done, the information may be selected by clicking on the drop-down arrows next to the appropriate field on this screen.

For historic vaccinations with incomplete information on the provider who administered the vaccines or providers who are not listed in the “Provider ID” pop-up box, please enter the available information in the “Vaccinator” field.

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This screen is also similar to the Patient Input screen in that new records and changes to existing records must be saved or they will not be written to the database. If you make changes and then try to leave the screen without saving those changes, WebKIDS will prompt you with a dialogue box asking if you want to save the changes. Once a new vaccination is saved, it appears in the abridged history on the right side of this screen.

For corrections or changes in an unsaved record, click the “Reset” button. This will clear all entry fields for this record.

To cancel a saved record, click on the record, click on the “Delete” button. A message box will ask you to verify that you really want to delete this record. Click “yes”, then re-enter the correct information. If you would like to view a previously entered record or add additional information to an immunization, click on that immunization record. All the information entered on this record will appear on the left side of the screen. If you enter changes or additions to a record, remember to save the record before entering the next immunization.

The table below defines the appropriate information for each field:

ON THE LEFT SIDE OF THE IMM INPUT SCREEN:	
Vaccination Type	The type of vaccine used for this immunization
Route	The way the vaccine was administered
Immunization Site	The place on the body where the vaccine was administered
Provider ID	The clinic where the immunization was given
Lot Number	The number used to identify this particular batch of vaccine
Manufacturer	The company which produced the vaccine that is being administered
Financial Class	An explanation of how the particular vaccine is paid for
VIS Version Date	The date that this particular VIS (Vaccine Information Statement) was printed by the CDC
VIS Issue Date	The date the VIS (Vaccine Information Statement) was given to the parent
Consent Date	The date the parent gave consent for the child to receive the vaccine (usually the same date as the Immunization Date)
Vaccinator	The person who actually administered the immunization (a security privilege granted by the administrator)
Reaction	A medical event occurring to the patient that may be associated with the immunization
Vaccination Notes	An available text field used by the provider for entering significant information
ON THE RIGHT SIDE OF THE IMM INPUT SCREEN:	
"E" column	Indicates that an exemption exists for this vaccine (according to the ContraExempt screen)
"C" column	Indicates that a contraindication exists for this vaccine (according to the ContraExempt screen)
"R" column	Indicates that a reaction to this vaccine was recorded
"I" column	Indicates that the vaccine has been deemed invalid.

NOTE: On rare occasions you may enter vaccines in WebKIDS at the same time when the USIIS programmers load information from the temporary WebKIDS table to the central USIIS database (off hours). During this loading procedure, vaccines that you have just entered will temporarily disappear from the entry screen. You do not need to interrupt your data entry. As soon as the loading procedure is complete, you will be able to view all previously entered vaccines.

The Forecast Screen

OVERVIEW

The forecast screen is a “read-only” screen; it contains no editable fields. This screen provides a summary view of a patient’s immunization status. It displays an immunization schedule calculated by birth date and according to standards developed by the American Academy of Pediatrics and the Advisory Committee on Immunization Practices (ACIP). The Forecast screen lists the required vaccination series. If a series is not yet complete for the patient, the Forecast Screen displays recommended dates when the next vaccine for each series should be given.

NOTE: The recommendations given on the Forecast Screen in WebKIDS should never replace or invalidate the advice of a physician. Due dates are given as recommendations only.

Other features of the Forecast Screen include notations for any contraindications, exemptions or reactions on record for a particular vaccine. The Forecast Screen is illustrated here:

The screenshot displays the 'Immunization' section of the WebKIDS interface. At the top, it shows the patient's age as '0 Years 7 Months', Patient ID '111', and JSIIS ID. Below this, there are fields for patient information: Last Name (TEST), First Name (PATIENT), Middle N., Suffix, Birth Date (01/01/2000), SSN, Gender (Female), Mother's First, and Mother's Maiden (MOM). The main section is titled 'Forecast' and contains a table with columns for Series, Dose1, Dose2, Dose3, Dose4, Dose5, Dose6, Next Due, Status, and checkboxes for C, E, and R. The table lists four series: DTP, HEP-B, HIB, and POLIO. DTP is marked as 'OVERDUE' with a next due date of 04/30/2000. HEP-B, HIB, and POLIO are marked as 'CURRENT' with next due dates of 12/31/2000, 01/01/2004, and 12/31/2000 respectively. At the bottom, there is a navigation bar with buttons for Logout, Pat. Search, Pat. Info., Contra-Ept, Immun., Forecast (highlighted), Query, Report, and Admin.

Series	Dose1	Dose2	Dose3	Dose4	Dose5	Dose6	Next Due	Status	C	E	R
DTP	03/01/2000						04/30/2000	OVERDUE			
HEP-B	01/01/2000	03/01/2000	05/01/2000					COMPLETE			
HIB	03/01/2000	05/01/2000	07/01/2000				12/31/2000	CURRENT			
POLIO	03/01/2000	05/01/2000	08/01/2000				01/01/2004	CURRENT			
MMR							12/31/2000	CURRENT			

The Query Screen

The Query Screen (represented below) allows you to download patients from your clinic for CASA analysis. You may choose to download your entire clinic or a group of patients according to age.

CASA (Clinic Assessment Software Application) is a CDC software application independent of WebKIDS and USIIS. Its purpose is to assist clinics in calculating their immunization rates. The Query Screen in WebKIDS provides a simple interface where patient records can be filtered by age and then exported to a file that can be used for CASA analysis. Optionally, you may check the box for “entire clinic” if you do not wish to filter by patient age. For more information on CASA analysis please check with the Immunization Program at the Utah State Department of Health.

The Report Screen

The Report Screen displays the patient’s complete Utah Immunization Record in a printable format. To close the Immunization Record and return to the previous screen, either click on File (upper left-hand corner of the screen), then move the cursor to *close* and click, or click on the *x* in the upper right-hand corner of the screen. The Utah Immunization Record is reproduced here.

Utah Immunization Record				
USIIS ID:0		August 30, 2000		
Last Name	First Name	Middle Name	Birth Date	Sex
TEST	PATIENT		01/01/2000	F
Address 33 Any St				
City Salt Lake City		State UT	Zipcode 84103	
Series	Vaccine Type	Vaccination Date	Provider	
DTP	DTaP-HIB	03/01/2000	USIIS PROGRAM	
HIB	HIB - UNSPECIFIED	07/01/2000	USIIS PROGRAM	
HIB	HIB-HEP B	05/01/2000		
HIB	DTaP-HIB	03/01/2000	USIIS PROGRAM	
POLIO	IPV	08/01/2000	USIIS PROGRAM	
POLIO	IPV	05/01/2000	USIIS PROGRAM	
POLIO	IPV	03/01/2000	USIIS PROGRAM	
HEP-B	HIB-HEP B	05/01/2000		
HEP-B	HEPATITIS B - PEDIATRIC OR ADOLESCENT	03/01/2000	USIIS PROGRAM	
HEP-B	HEPATITIS B - PEDIATRIC OR ADOLESCENT	01/01/2000	USIIS PROGRAM	

WEBKIDS ADMINISTRATION

The WebKIDS Administration contains three screens: User Management, Inventory, and Inventory Adjustment (Inven. Adjust). Their functions will be described below:

The User Management Screen

After clicking the “Administration” tab, the User Management Screen opens up. This screen allows certain functions in the software to be restricted or limited for users specified by the administrator. In the top half of the screen login names and passwords are assigned to a user’s real name (first, last and middle). There is also a box for vaccinator status. If this box has a “Y” in it, the user will appear in the pop-up list of vaccinators on the Immunization Screen. The drop-down list for “Security Level” allows determining the status of the user as administrator, vaccinator and user. The User Management Screen is represented below.

The screenshot shows the 'User Management' screen. It features a form with the following fields and controls:

- Provider:** Text input field.
- New User:** Dropdown menu.
- Login Name:** Text input field.
- Password:** Text input field.
- Retype Password:** Text input field.
- Last Name:** Text input field.
- First Name:** Text input field.
- Middle Name:** Text input field.
- Vaccinator:** Radio buttons for 'Yes' and 'No'.
- Security Level:** Dropdown menu currently set to 'Administrator'.
- Date Created:** Text input field.
- Date Modified:** Text input field.
- User Comment:** Large text area for notes.
- Buttons:** 'New', 'Save', 'Reset', and 'Delete' are located on the right side.
- Navigation Bar:** At the bottom, there are four tabs: 'Logout', 'User Management' (which is highlighted), 'Inventory', and 'Inven. Adjust'.

The Inventory Screen

The Vaccine Inventory Screen is a look-up screen (see next page). It shows all previously entered vaccines with their lot numbers, manufacturers, expiration dates, number of available doses, VFC status, VIS version date, and dosage. As vaccines are administered and entered into WebKIDS (with their specific lot numbers) through the WebKIDS Immunization screen, the number of “Doses Available” automatically decreases on the Vaccine Inventory screen, to reflect the actual depletion of the clinic’s supply.

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Vaccine Inventory										
Lot Number	Vaccine Code	Vaccine	Manu ID	Manufacturer	Exp. Date	No Doses	Doses Left	VFC	VIS Version Date	Dose
4543584	10	IPV	PM	AVENTIS-PAT	06/30/2002	500	500	N	10/30/1999	0
123467	42	HEPATITIS B	SK	SMITHKLINE	02/03/2001	100	80	N	05/08/1998	0
12125	8	HEPATITIS B	MS	MERCK AND	12/31/2001	200	199	N	02/28/1999	0.5

If you would like to make changes to the vaccine entries, click on the “Adjust” (Adj.) button next to the vaccine entry you want to change. This will open up the Inventory Adjustment Screen. The information for the vaccine you clicked on will show up in the entry fields.

The Inventory Adjustment Screen

This screen allows you to enter new vaccine shipments and to adjust the number of doses in a previously entered shipment. The fields labeled in red are required fields.

Vaccine Inventory Adjustment										
Lot Number:	12125								<input type="button" value="New"/>	
Manufacturer:	MSD		MERCK AND CO., INC.						<input type="button" value="Save"/>	
Vaccine:	8		HEPATITIS B - PEDIAT		Expiration Date:		12/31/2001		<input type="button" value="Reset"/>	
Doses in Shipment:	200				VIS Version Date:		02/28/1999		<input type="button" value="Delete"/>	
Doses Given:	0		Dosage:		0.50		VFC:		No	
Extra Doses:	0		Number of doses in excess of what was said to exist in the shipment.							
Under Doses:	1		Number of doses short of what was said to exist in the shipment.							
Shared Doses:	0		Number of doses shared or given to another provider.							
Wasted Doses:	0		Number of doses that has been wasted or otherwise deemed unusable.							
Other Adjustment:	0		It is not known why the computer inventory does not match actual inventory. Enter in an adjustment factor (+ or -) to bring the							
Doses Left:	199		The NUMBER OF DOSES LEFT is calculated as follows: (Doses in the shipment + Extra Doses + Other Adjustment) MINUS							

To add new vaccines to the inventory, clear the entry fields by clicking on “New”, then enter the data for the new vaccine. Begin by typing the lot number of the vaccine into the “Lot Number” entry field. Hit *tab* to proceed to the “Manufacturer” field to type the manufacturer code for the manufacturer you are entering. If you do not know the code, click on the drop-down arrow to the right of the data entry field and choose the correct manufacturer from the displayed list of values. Proceed to the “Vaccine” field and select the appropriate vaccine code or choose from the list of vaccines in the drop-down box. Press *tab* to advance to the “Expiration Date” field, and enter the correct expiration date for the vaccination you are adding. After entering the expiration date, *tab* over to the “Shipment” field, where you need to enter the correct number of doses for the vaccination you are adding to the table. Hit *tab* to advance to the “VIS Version Date” field. Enter the date which appears on the vaccine’s Vaccine Information Statement (VIS), as printed by the Center for Disease Control. Notice that you are unable to enter anything in the field for “Doses Left.” That is a read-only field, which displays the number of doses that WebKIDS adjusts as

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you use vaccines. It is possible to adjust the inventory counts by using the “ADJ” button. This button is discussed in more detail later in this section. The fields “Dosage” and “VFC” are optional. For dosage you may enter the dosage given during one vaccination; for VFC click “yes” if the Vaccines For Children (VFC) program funded the vaccine you are entering.

To change the number of doses in a previously entered shipment, go to the Inventory Screen, then click on the “Adjust” button to the right of the vaccine. The Inventory Adjustment Screen will appear. Choose the reason for changing the number of available vaccines and enter the number of extra or under doses in the respective entry field. The program will calculate the adjusted number of available doses in the shipment. Click on the “Save” button to save your adjustment. The “Reset” button allows you to clear the screen and make changes to a new vaccine entry. The “Delete” button allows you to delete previous vaccine entries. Any changes made on the Inventory Adjustment Screen will be reflected on the Inventory Screen.

To return to the Patient Search screens, you may click on the netscape tab labeled HTML at the very bottom of the screen. If you would like to close the Administration Screens before returning to the Patient Search Screens, click on the Logout tab, then click on the HTML icon.